CAREER OPPORTUNITY

APOLLO
HOLDINGS PVT. LTD.

Ref: HR-RA/2026/22

CASHIER CUM ACCOUNTS ASSISTANT

We are looking for a dynamic, motivated, disciplined, and self-reliant individual to join our team. If you believe you have the requisite education, experience and an out-going personality apply now.

Work Location: Apollo Head Office, Male'

Preferred Gender: NA **No. of posts:** 1

Responsibilities

- Handle daily cash collection with proper documentation
- Manage and process accounts receivable transactions
- Maintain and update customer credit approval documents
- Assist day to day accounting, reconciliations and cashiering activities

Experience and Qualifications*

- At least 1+ years of experience in a similar role
- Minimum O/Level, A Level, Diploma in a related field is preferred.

Skills

- Proficiency in spoken and written Dhivehi and English.
- Excellent knowledge of MS Office suite.
- Knowledge of office management systems and procedures.

Perks

- Salary: negotiable based on qualification and experience

* Only shortlisted candidates will be called for an interview. Preference will be given to candidates having more experience and higher educational/vocational qualifications.

APPLY NOW

If you believe you are a fit send your credentials to careers@apolloholdings.com.mv or drop hard copy to (please quote the reference number above in your application)

Apollo Holdings Pvt. Ltd.

M. Marine Villa, 2nd floor. Phone: +960 3320065